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ABSTRACT

This handbook, which is provided by the Adel-Desoto Community School District for new staff members, covers all aspects of the before-and-after-school child care program, including: (1) the school itself (facilities and equipment); (2) the staff (employment qualifications, requirements, and classifications; policies regarding conduct, appearance, and relations with supervisors, coworkers, and parents; payroll information; and specific duties); and (3) the children (general guidelines concerning health and safety, emergency procedures, daily schedules, and discipline and treatment of children). Other topics addressed are conduct on the premises, release of children, communication and management skills, child discipline, financial responsibilities, and enrollment and waiting lists. The handbook includes a job description summary, caregiver categories, terms of employment, general guidelines, snow day information, child care schedules, and children's safety and health guidelines. (SH)

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HANDBOOK OF POLICIES AND PROCEDURES FOR BEFORE-AND-AFTER-SCHOOL CHILD CARE STAFF

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SECTION 1
INTRODUCTION

As a child caregiver, you have a very important role in shaping the lives and influencing the future of the children you work with. Since you may spend up to 20 hours per week with them, they are looking to you and using you as a role model for their emotional, behavioral, and social growth.

This position should never be taken lightly. The children's welfare and safety are in your hands. It is a big responsibility.

We are pleased to have you on our staff, and we appreciate the time and effort that you exert as you work with the children as individuals and in group activities to make the Before-and-After-School Child Care Program a safe, happy place for children.

SECTION 2
JOB DESCRIPTION SUMMARY

The child caregiver will:

1. Provide a warm, caring environment for the supervision of approximately 15 children.

2. Demonstrate a strong sense of responsibility by being at the designated location approximately ten minutes before the children arrive each day.

3. Remain at the designated location until the last child is gone and the child care area is in order.

4. Keep daily attendance records and report to the office when a child who was present in school during the day does not report for supervision within 15 minutes after school is out.

5. Collect fees and write receipts for fee payments.

6. Follow school procedures to safeguard the health and safety of the children in the program.

7. Become knowledgeable of the emergency file and emergency procedures.

8. Know the tornado and fire alarm procedures for your area.

9. Maintain a responsible discipline policy and report persistent behavior problems to the coordinator.

10. Implement daily lesson plans.

11. Be present in the designated area with all the children at all times during supervision hours except in the case of an emergency.

12. Manage the distribution and collection of games or materials used in activities.

13. Periodically meet with the coordinator and principal to discuss issues regarding the program.

14. Inform the supervisor of the need for a substitute caregiver at the earliest possible time. Failure to report for work or inform the supervisor of one's inability to work will be grounds for termination of employment.

15. Attend orientation sessions prior to beginning employment and inservice meetings during the year.

16. Hold a current first aid certificate and a two-hour child abuse reporting training session certificate.

SECTION 3
CAREGIVER CATEGORIES

A. Job Classifications

1. AM/PM Caregiver is a caregiver who will work both morning (6:30-8:00 AM) and afternoon (3:30-6:00 PM) session.

2. AM or PM Caregiver is a caregiver who will work either the morning (6:30-8:00 AM) or the afternoon (3:30-6:00 PM) session.

3. Substitute Caregiver is a caregiver who will be available on short notice to report for work at child care centers.

B. Caregiver Employment Requirements

1. All new caregivers will serve a probationary period of three (3) months.

2. All caregivers must comply with the Required Documents Section.

C. Required Documents

1. The following documents must be on file prior to employment for all caregivers:

   a. Pre-employment physical examination taken within six months prior to beginning employment including communicable disease tests, as reported by a licensed physician. This shall be repeated a minimum of every three years thereafter. (237A.5)

   b. Employment application and W-4 form.

   c. Emergency sheet

   d. Signed statement of having never been convicted by any law of any state for lascivious acts with a child, child neglect, or child abuse.

2. As a condition of your employment, these documents must be submitted during your first year:

   a. Verification of child abuse reporting training (renew every five years).

   b Current first aid certificate (renew every three years)

The willful and intentional withholding of information regarding felony convictions or child abuse will result in immediate dismissal.

SECTION 4
TERMS OF EMPLOYMENT

A Attendance

1. Arrival Time
   You must arrive at the school and be "on the job" ten minutes before the first student arrives: morning session 6:20 AM; afternoon session 3:25 PM; and for early dismissal days 2:20 PM.

2. Late Arrivals
   Any unexcused late arrival will result in a letter of reprimand being placed in your file, with a copy sent to you. Three letters regarding late arrival will result in termination of employment. Caregivers in single section schools must take extra precautions to guarantee being at work on time. Children are unsupervised when the caregiver is not there.

B. Absences and Substitutes
It is imperative that your supervisor is notified immediately of any and all anticipated absences.

C. Procedures for Obtaining A Substitute

1. You will be given a list of approved substitutes. Call only from this list. Do not ask a neighbor or friend to substitute for you.

2. Notify your supervisor immediately with the name of your substitute.

3. If you are unable to secure a substitute, you must notify your supervisor immediately.

4. AM Session - If you anticipate being absent from the AM session, please notify your substitute and your supervisor no later than 10:00 PM the previous night.

5. PM Session - Notification should be given no later than noon on the day of your absence. Contact your supervisor througn the elementary school office.

6 When notifying your supervisor or the elementary school office, please leave the following information: "This is (caregiver name) of (name of school). I will be absent on (day, date, session(s)). My substitute will be (sub's name)."

Failure to report to work without securing an approved substitute or giving proper notice of your absence to your supervisor will be grounds for immediate dismissal.

Three late arrivals to your school will result in immediate dismissal.

SECTION 5
CONDUCT ON PREMISES

A. Smoking by employees is expressly not permitted during child care hours. Cigarettes should not be carried on your person where they are visible to children or teenagers. Do not give participants cigarettes or matches.

B. Alcohol and drug usage by employees is not permitted while on the work site, nor is it permissible to have the odor of such drugs on your breath. Staff is expected to set positive examples of themselves to participants at all times.

C. Confidentiality is essential because you will be dealing with families and may hear personal information from time to time. It is essential that the information about families and the children remain in the program. At no time should you discuss information given to you about children, parents, or employees.

D. Personal visitors and personal telephone calls should not be received during working hours unless it is an emergency situation.

E. Personal business needs to be conducted during non-working hours. You are not to sit and do personal business while on duty. Personal business includes, but is not limited to, sitting idly, doing homework, reading newspapers, or any other activity that is not directly related to the supervision of children or the directing of planned or unplanned activities.

F. Verbal harassment of children is not allowed.

G Physical harassment of children is not allowed.

H. Abuse of children is not allowed.

I Demonstrating an inability to work in cooperation with other caregivers and school employees will not be tolerated. If there is a personality conflict, you should contact your child care supervisor to help resolve the issue.

Violation of any item of Section 5 listed above may result in immediate dismissal.

SECTION 6
GENERAL GUIDELINES

A. Accidents

1. If you are injured on the job, it is imperative to notify the school nurse so an accident report can be filled out immediately, if possible (see Forms Manual). Notify your supervisor immediately. A copy of the accident report needs to be sent to your supervisor.

2. If a child is injured, always fill out accident reports for parent and supervisor.

3. If an injury requires a cold compress, you may use ice, a frozen sponge, or any cold item such as a wet paper towel or carton of milk. Please check with the building custodian to see if ice is available.

B. Appearance

1. It is important, as an ambassador of the Adel-DeSoto Community School District, to always present a clean and appropriate appearance.

2. Clothing should be clean, neat, and comfortable.

C. Building Authority and Communication

1 The principal is the authority in your school. It is very important to communicate such situations as severe discipline problems or accidental injuries to your supervisor, who will keep the principal informed. Notify your supervisor immediately of those situations.

2. It is important to establish communication and a good working relationship with the principal, your co-caregivers, parents, children, and other members of the school staff.

D. Child Absences

1 If a child does not arrive at the usual time, you must check with the school office to see if the school has been notified by a parent.

2. If the school has not been notified, then you must contact the parents to verify the absence.

3. It is important to maintain current addresses and phone numbers of the parents or guardians.

4. Notify your supervisor when a parent consistently does not follow the guidelines for notifying you of their child's absences.

E. Fire Alarm or Fire Drills

1. In case of dense smoke and/or an actual fire, all fire alarms should be sounded on the fire alarm system.

2. The school building should be safely cleared immediately in accordance with fire drill procedures posted in the child care area.

3. Make sure you know and practice the fire drills so you and the children are prepared in case the alarm is sounded.

4. Specific instructions for fire alarms and fire drills are required to be posted in the child care area.

F. IRS Statement

1. The Before-and-After-School Child Care Program does **NOT** provide an itemized statement for tax purposes. We suggest that you tell the parents to use their receipts and check stubs to itemize child care fees. This will provide the IRS with an accurate account of their child care expenses.

G. Paychecks

1. At the beginning of school or employment, you may select one of the following paycheck pick-up options:

   a. You may have your paycheck sent to your school

   b. You may have your paycheck mailed to your home address

2. Paychecks cannot be processed if you have not signed a W-4 form.

H. Payroll Report (See Forms Manual)

1. Please complete your time sheets accurately by listing names and hours worked.

2. Make sure substitute names and times are correct.

I. Performance Evaluations

1. All caregivers are evaluated annually. New caregivers will be evaluated within the second month of employment.

2. The supervisor evaluates each staff member and holds a conference with them to discuss the evaluation.

3. Verbal and written performance evaluations are also given, whenever a problem exists, in order to further the communication and expectations that are established for all staff members.

J. Program Property

1. Snacks and beverages kept in the child care area are for the children only.

2. Caregivers are to move or set up lunchroom tables.

3. Equipment belonging to the program is not to be taken from the program premises without the permission of the supervisor, and then proper forms must be filled out. Please report out-of-order equipment promptly to the supervisor and exercise care when handling and using program and school equipment, materials, and games.

4. Child care notebooks should be in a place easily accessible to substitutes. Notebooks should not be left in an area that is accessible to the general public or parents, since they contain confidential information.

K. Tornado Watch, Tornado Warning, or Tornado Drill

1. In case of a tornado warning or tornado drill, the local building alarms should be sounded.

2. Make sure you know how your area will be informed of this condition.

3. The personnel in the building should go to the designated area in accordance with the tornado drill procedures posted in the child care area and wait for the all clear signal.

4. Make sure you know and practice tornado drills so you and the children are prepared in case the alarm is sounded.

5. Specific instructions for tornado alarms and tornado drills are required to be posted in the child care area.

SECTION 7
RELEASE OF CHILDREN

A. Children will be released as the parents have directed on the enrollment form. Any change from their normal routine must be made in writing prior to release.

B. On rare occasions, it may be necessary to remain with a student beyond the regular dismissal time. If school is delayed due to weather, you are to remain with the children until school begins.

C. No child must ever be left alone while in the program or on the premises of the program. This includes restrooms, corridors, or the playground.

SECTION 8
SNOW DAY INFORMATION

A. When school is delayed due to inclement weather, the Before-and-After-School Child Care Program is available for students in grades 1-5 at the regular scheduled time (6:30 AM). Morning kindergarten is not held when school is delayed two hours, in this case, children enrolled in morning kindergarten do not come to the Before-and-After-School Child Care Program.

B. PM child care is not available on days when school is dismissed early because of the weather.

C. When school is dismissed early, the school will follow the instructions the parents have furnished on the emergency sheet in the principal's office to determine proper dismissal of students from school.

D. Child care is not available on days when schools are closed due to weather.

SECTION 9
CHILD CARE SCHEDULES

A. Morning Child Care Schedule

6:20 AM - Arrive at 6:20 AM to prepare for the day's activities.

6:30 AM - Begin greeting children warmly as they arrive and keep an accurate record of those in attendance. (Call parents if you have not received notification of a child's absence.)

6:30-7:50 AM - Quiet activities (children may choose the activities they wish to participate in as long as they are not disruptive).

1. Board games
2. Discussion groups
3. Complete homework
4. Read quietly
5. Watch appropriate television shows

7:50-8:00 AM - Prepare for Dismissal:

1. Clean up area (children should be encouraged to help put games, paper, etc. away to help them learn responsibility). After clean up, play a quiet game until it is time to dismiss for school.

2. Dismiss to lockers, classroom, or breakfast program.

Note: This time period may need to be changed according to the scheduled beginning of school in each building.

B. Afternoon Child Care Schedule

3:25 PM - Arrive at school to prepare for day's activities. (Check with the office each day to verify absences.)

3:35-3:45 PM - Greet the children as they come in and take attendance. (Parents need to be called if there is an absence you cannot verify.)

1. Pass out the snacks and accurately complete snack count form.

   a. Have a quiet sharing of day's activities (in and out of school) while eating snacks.

   b. Clean up snack area (children should be encouraged to help).

2. Discuss announcements and flyers that are sent home to the parents. When notes go home to parents from child care, it is always a good idea to explain why the notes are being sent home because:

   a. Children do not take home a strange note.

   b. Some may think the note will get them in trouble.

   c. Some may lose the note but still be able to verbally relay the message.

3:45-4:00 PM - Restroom Break

1. Go as a group.

2. The children should not be allowed to go to the restroom whenever they choose unless supervised.

3. No one should be forced to utilize the restroom if they do not want to go or need to go, but they do need to stay with the group.

4:00-5:00 PM - Activity Time (See Lesson Plan Notebook)

1. Arts and crafts

2. Physical activities
   a. Recreation equipment is provided by child care, such as balls and jump ropes.

   b. Always watch physical activities carefully! Use good common sense.

      1. If it looks like an accident could occur, it probably will.

      2. Stop any excessive physical behavior (swing jump rope, jumping on other children, etc.) immediately.

      3. If children do not quit, discipline them immediately Write out a Behavior Report to be given to parents if the child ignores you or challenges your authority.

3 Board games, legos, etc

4 Homework (student's choice)

5 Video tapes and appropriate television shows (If a child brings an audio or video cassette to share with the group, the caregiver **must preview it before** it is shared with the group.)

5:00-6:00 PM - Quiet Time - Regroup in All Purpose Room

1. Clean up area with the help of the children.

2. Read a story.

3. Have a group discussion.

4. Draw quietly.

5. Other quiet activities

6:00 PM - All materials should be put away so staff may leave with last child. All children should be picked up by now.

If a parent is late, you are to be compensated by the parent at a rate of $5.00 for every 5-15 minutes past 6:00 PM. Please notify your supervisor of habitual violators.

SECTION 10
COMMUNICATION AND MANAGEMENT SKILLS

A. Communications
Use clear messages stated in the form of "I". For example, "I am glad to see you today." It is important to give children choices. For example, "Today we have use of the blacktop area and the basketball court. You may play on either the blacktop or the basketball court." Encourage children to be independent, e.g., taking care of their own materials and cleaning up after activities.

B. Handling Feelings
Support and validate feelings in this way: "I know you're angry and it is okay to feel that way." Redirect in appropriate behavior by kneeling down to the child's level. For example, instead of saying "don't", tell the child "blocks are for building".

C. Behavior Model
Use a soft voice. Remember to **model** behavior for children. For example, think about it before you sit on the table. Children will copy you. **Avoid** competition and comparison. If a child is engaged in inappropriate behavior, we can remove him/her from the group or provide more individualized attention using support and encouragement. Keep rules to a minimum. And use them basically for safety purposes. A five minute "time out" is appropriate. Severe discipline problems should be reported to parents in writing. If you have any questions on how to handle a situation, please ask your coordinator.

SECTION 11
CHILD DISCIPLINE AND TERMINATION

A. Discipline Philosophy
Discipline as defined by Webster: "training that develops self control, character, orderliness, and efficiency".

It is the goal of the Before-and-After-School Child Care Program to guide children in becoming happy, responsible, cooperative participants in this program through positive, non-threatening techniques; to increase children's respect for themselves by guiding them to become responsible for their own actions, and to help them grow in their respect for the rights and feelings of other

people. Our main objective is to provide for the safety and welfare of all children in child care.

When conflicts over the rights of other people and property develop, it is our goal to work with each individual child, listening to what they have to say and helping to resolve the conflict through effective communication.

It is our policy **never** to resolve conflicts by using physical or verbal abuse. Similarly, we cannot allow others, including children, to do so within the center.

B. Discipline Guidelines

1. It is your daily responsibility to see that basic rules of safety and discipline are followed with consistency.

2. There will **NEVER** be an occasion within this program for a caregiver to strike a child, use abusive language, use obscene gestures, display obvious and unfair favoritism, be injurious to a child's emotional needs, or in any way be neglectful of a child's physical safety. (See Termination, Section 10, Paragraph C.)

3. Be open with your affection and praise, quiet and fair with your discipline.

4. Give your full attention to all of the children rather than to one child to the exclusion of the others.

5 All the children need attention and praise. Do not show favoritism.

6. Rough-housing with the children may get quickly out of hand and, therefore, is not allowed.

7. Children must walk through the building - no running or rough play.

8. Do not threaten anything you cannot carry out. It is best not to threaten at all.

9. Never allow a child to show disrespect to you or your position by actions or words. If this happens, let the child know immediately that it will not be tolerated.

10. Be adult and fair with your discipline. Never use demeaning words.

11. A child will never be made to sit longer than 15 minutes as punishment. Five minutes is the usual length of time for disciplinary problems; ten minutes for repeated or more serious difficulties. Be certain that the child knows why he/she is being disciplined.

12. Hear both sides of the children's story, unless you are absolutely sure of the child at fault.

13. Do not use the phrase "shut up".

14. Food is never denied as punishment.

15. When a child is disciplined, forgive and forget. Never carry a grudge.

16. Always remember, you are the child's model. Allow him/her to respect you by conducting yourself in the manner which is expected of you as an individual and as a member of the child care staff.

C. Termination of Child Care Services

1. Chronically disruptive behavior is defined as uncontrollable verbal or physical harassment of one or more children involved in child care. It also includes being disrespectful to the caregivers by ignoring or disobeying the rules of the child care program.

2. The following procedures will be the guidelines for terminating a child from the Before-and-After-School Child Care Program.

   a. The child will be given a five minute time-out period to determine what he/she did wrong and to think about what actions need to be changed.

   b. If a second time-out of ten minutes is necessary in a single day, a behavior report will be written by the caregiver. This report is to be given to the parent or guardian to read and sign. The report is to remain with the caregiver.

   c. If a child receives three written behavioral reports, the child will be suspended from the child care program for one week. During this time the parents, caregiver and program supervisor will meet in an attempt to determine if the child is capable of drastically changing his/her behavior to

allow re-entrance into the program. Fees will still be paid for this week to retain the child's space in the program.

d. If the child does continue in the program and does receive a fourth behavioral report, termination will become effective immediately.

e. When a child presents a problem which is great enough that it could endanger the safety of that child's welfare, or the welfare of other children in the program, termination will become effective immediately after the caregiver has consulted with the supervisor. The supervisor will notify the parents.

SECTION 12
CHILDREN'S SAFETY AND HEALTH GUIDELINES

A. Playground Rules

It is advised that children in the program play and participate within the groups of children from the program. Children not in child care will be asked to play on a different part of the playground. The policy is written to avoid any responsibility of staff members to other children due to injury or misunderstanding that could develop during the course of play and activities.

The staff member can politely ask anyone to leave the grounds if a problem develops when neighborhood children are on the grounds. It is expected that the staff be aware at all times of any child or adult who is on the playground who is not associated with child care.

When children are on the playground, you must remember the following:

1. You **must** always be near the children while they are on any equipment.

2. Going outside shall never be used as a convenience for the staff for purposes of socializing.

3. Get involved with the children.

4. Help games to get started. These are only suggestions:
   a. Follow the leader
   b. Digging in the sand
   c. Reading stories

d. Ball games
e. Jump rope
f. You may also use your own ideas.

5. If you need to leave the area, make certain there is adequate staffing to supervise the children.

6. While children are on the climber or on the bars, stand very close and supervise at all times.

7. **YOU MUST NEVER LEAVE CHILDREN ALONE. ABOVE ALL, USE COMMON SENSE IN DEALING WITH THE SAFETY OF CHILDREN.** If a child's behavior looks like it could result in physical danger, an accident is bound to happen.

B. Caregivers are to call the custodian to clean up body fluids.

C. Movement of audio-visual carts

WARNING!
TIP-OVER HAZARD!

TEACHERS OF CAREGIVERS SHOULD NOT LET CHILDREN MOVE TV OR AUDIO-VISUAL CARTS!

The U.S Consumer Product Safety Commission (CPSC) and the International Communications Industries Association warn the nation's school teachers not to allow children to move TV or audio-visual carts because they can tip over and seriously injure or kill children.

CPSC has reports of four deaths and four serious injuries in schools involving the tip-over of tall TV and audio-visual carts (approximately 50 inches high). Seven of the eight carts were loaded with a TV set on the top shelf One was loaded with a projector. In most of the cases, a school teacher asked the young students (ranging in ages 7-11) to move a cart to another room. The cart overturned when it apparently hit a child's foot while being pulled or when the child stepped on the front of the cart for a ride. Typically, two children were moving the audio-visual cart, one child pulling from the front and the other pushing from the back. The child in front was the one who was injured or killed

To avoid injuries and deaths from TV or audio-visual cart tip-over, teachers, caregivers, and school administrators should follow these safety rules:

1. Do not let children move a TV or audio-visual cart. Only adults should move them.

2. Do not allow anyone to step or ride on the TV or audio-visual cart because this can cause it to overturn.

3. Plan ahead when TV or other audio-visual equipment is needed so it can be moved by an adult before and after class. Caregivers are to plug in the TV set and turn it on and off. Children are not to touch it.

For more information on the use of TV and audio-visual carts, contact the International Communications Industries Association, 3150 Spring Street, Fairfax, VA 22031-2399 - (703-273-7200).

If you want to report a product related injury, call the toll free CPSC Hotline - 1-800-638-CPSC.

SECTION 13
FINANCIAL RESPONSIBILITIES

A. Tuition Payments
   1. Parents are to pay on Monday prior to that week's care.

   2. When given payment, make out a receipt and place payment in payment bag.

SECTION 14
ENROLLMENT AND WAITING LISTS

A. New Enrollments
   1. When school begins, you will be given a list of the children who have already enrolled through the Business Office.

   2. After school begins, enrollment is handled by the supervisor

B. Waiting List
   1. Parents who wish to be placed on a waiting list in schools that are currently filled to capacity should be reminded that:

      a. This list is only maintained until the end of the current school year.

      b. We do not accept pre-registration or tuition payment for children who are put on the waiting list.

c. Money will only be collected at the time the child actually enrolls.

2. A full application should be completed by the parent to be placed on file until space is available in the program.

3. Parents will be notified of available space in the program on the basis of when their application was received (first-come basis).

4. Verify phone numbers and emergency/release information when a child begins attending child care.

5. Refer all parents who wish to be placed on the waiting list to the supervisor.